



Los Angeles County AUDIT COMMITTEE

Carl Gallucci, Chair
4th District
Louisa Ollague, Vice-Chair
1st District
Genie Chough
3rd District
Lori Glasgow
5th District
Vacant
2nd District

MINUTES DECEMBER 18, 2008

Chair Gallucci called the meeting to order at 10:38 a.m. in Conference Room 525, Kenneth Hahn Hall of Administration and introduced Fernando Ramirez, representing the Second District.

Committee Members Present

Carl Gallucci, Chair, Fourth District
Louisa Ollague, Vice-Chair, First District
Fernando Ramirez, representing Second District
Genie Chough, Third District
Lori Glasgow, Fifth District

Others in Attendance

Maria Oms, Auditor-Controller
Jim Schneiderman, Auditor-Controller
Don Chadwick, Auditor-Controller
Lee Millen, Board of Supervisors
Andrew Sevrin, Board of Supervisors
Marge Santos, Chief Executive Office
Dorothea Park, Chief Executive Office

APPROVAL OF NOVEMBER 18, 2008 MINUTES

On motion of Lori Glasgow, seconded by Genie Chough and unanimously carried, the minutes of November 18, 2008, were approved as submitted.

OLD BUSINESS

Board Policy No. 9.110 – INS Basic Employment Pilot (09/09/08): **On motion of Louisa Ollague, seconded by Lori Glasgow and unanimously carried, the Committee received and filed this report.**

Board Policy No. 5.150 – Oversight of Information Technology Contractors (10/07/08): **On motion of Louisa Ollague, seconded by Lori Glasgow and unanimously carried, the Committee approved continuing this item to its January 15, 2009, Audit Committee meeting.**

Emergency Management Planning Policy For Unincorporated Area Communities (11/06/08): Dorothea Park, Division Manager, presented a brief history on the Emergency Management Planning Task Force. Topanga's Survival Passport was the initial model of the Emergency Planning Task Force. The Task Force will include County Departments, unincorporated areas, and all County communities.

The *Survival Guide* is a generic version of the Survival Passport. The primary focus of the Implementation Policy is to maintain sustainability (policy updates, maintenance, and review). The Office of Emergency Management (OEM), CEO, reviewed and cleared the Policy, and the Justice Deputies reviewed and cleared the Policy and Board Letter on December 10, 2008

In response to Lori Glasgow, Ms. Park noted that the Fifth District is interested in using the Topanga Survival Guide as a template to make a generic version for the unincorporated areas. The OEM prepared a draft of the generic Survival Guide, and the unincorporated areas provided comments. OEM has notified the Board of Supervisors that a draft will be submitted for their review by January 15, 2009. Following Board review and comments, the Guide will incorporate their recommendations and will be ready for publication in March 2009.

The OEM has been asked to provide an estimate of funding for staff and related costs, and to provide a timeline for staffing of approximately twenty of the largest unincorporated areas in the County. Consequently, the OEM will take a current vacant item (Program Specialist I) and assign it long-term to unincorporated areas. **On motion of Louisa Ollague, seconded by Lori Glasgow and unanimously carried, the Committee received and filed this report.**

Board Policy No. 3.050 – Identification Cards (11/07/08): Louisa Ollague requested a current report from Martin Zimmerman, Assistant CEO, Strategic Planning and Special Projects, on the usage of Identification Cards. **On motion of Louisa Ollague, seconded by Lori Glasgow and unanimously carried, the Committee approved continuing this item to its January 15, 2009, Audit Committee meeting.**

Board Policy No. 4.030 – Budget Policies and Priorities (11/07/08): **On motion of Louisa Ollague, seconded by Lori Glasgow and unanimously carried, the Committee received and filed this report.**

REPORTS TO BE RECEIVED AND FILED

Los Angeles Community College District of Los Angeles Mission College Contract Review – A Community And Senior Services Workforce Investment Act Program Provider – Fiscal Year 2007-08 (11/14/08): In response to Louisa Ollague, Don Chadwick advised that a representative from CSS will address this issue, including the December 31st deadline at the January 2009 meeting. **On motion of Genie Chough, seconded by Lori Glasgow and unanimously carried, the Committee received and filed this report.**

Proposition A Contract – Department of Public Social Services Gain Case Management Services (November 18, 2008 Board Agenda Item 25) (11/14/08):

Jim Schneiderman referred to the policy studies cost analysis and the Board recommendations. The approved policy allows the Auditor-Controller to review any *Proposition A* contract-extensions and/or amendments related to any contracts in excess of \$1 million annually. Any review of contracts less than \$1 million will require changing the policy language.

In response to Louisa Ollague, Mr. Schneiderman noted that currently large numbers of small contracts under \$1 million exist. Louisa Ollague requested a list of all contracts under \$1 million related to Proposition A. Maria Oms offered to draft a database list for her. **On motion of Genie Chough, seconded by Lori Glasgow and unanimously carried, the Committee approved continuing this item to its January 15, 2009, Audit Committee meeting.**

Status Report on Los Angeles County Office of Education Juvenile Court Schools Programs Funding Utilization (Board Agenda Items 6 and 47-E, October 14, 2008) (12/05/08): Don Chadwick reported on the Los Angeles County Office of Education (LACOE) report regarding the current funding mechanism, thirty-five recommendations with supporting legislation to restructure funding for Juvenile Hall courts and schools, and its submittal to the Justice Deputies. Staff had sixty days to complete this project, however, a few barriers exist and a contractor has been hired to finalize it. When completed on March 2009, Mr. Chadwick will distribute the final revision to the Committee for discussion. Chair Gallucci requested that this item be flagged for review in March 2009. **On motion of Genie Chough, seconded by Lori Glasgow and unanimously carried, the Committee received and filed this report.**

The Village Family Services Contract Review – A Department of Children and Family Services and Mental Health Services Provider (12/10/08): In response to Louisa Ollague, Don Chadwick will provide an update regarding a contractors' \$130 thousand repayment to DCFS at the next Committee meeting. **On motion of Genie Chough, seconded by Lori Glasgow and unanimously carried, the Committee received and filed this report.**

Gateways Hospital and Mental Health Center Contract Compliance Review – A Wraparound Program and Mental Health Service Provider (12/11/08): **On motion of Genie Chough, seconded by Lori Glasgow and unanimously carried, the Committee received and filed this report.**

PUBLIC COMMENT

There was none.

OTHER BUSINESS

DCFS/A-C Joint Monitoring Pilot Project Status: **On motion of Carl Gallucci, seconded by Genie Chough and unanimously carried, the Committee approved continuing this item to a special January 7, 2009 meeting.**

Update on Social Service Fixed Fee Contract Modifications: Don Chadwick reported that County Counsel has asked the Auditor-Controller's office for a list of fixed fee contractors and social service Departments. County Counsel will meet with Department Directors in early January 2009 to discuss the fixed fee contracts. **On motion of Carl Gallucci, seconded by Genie Chough and unanimously carried, the Committee received and filed this report.**

MATTERS NOT ON THE POSTED AGENDA (TO BE PRESENTED AND PLACED ON THE AGENDA OF A FUTURE MEETING)

Louise Ollague requested that the Committee agendaize Cash Advances to Contractors for the January 15, 2009 meeting. Jim Schneiderman reported that the Department of Mental Health has given cash flow advances to contractors, not Medicaid money. Maria Oms advised that advances are only short-term and have a sixty-day restriction. The contractor in turn is obligated to provide documentation that demonstrates that the cash advance was beneficial to assisting its operations.

ADJOURNMENT

There being no further business to conduct, the meeting was adjourned at 11:08 a.m.